

HULMEVILLE BOROUGH COUNCIL
Meeting Minutes
April 6, 2020

The regular monthly meeting of the Hulmeville Borough Council was held on the above date via Zoom. This meeting was advertised in the Courier Times, notice was posted at the Borough Hall and on the Borough Website.

Roll call was taken by Dorothy Omietanski

Councilmembers Present

Thomas Wheeler, President
Dan Mandolesi, Vice President
Mayor Debbie Mahon
Doug Harris
Doug Edge
Judy Coleman
Nick Lodise
Nicholas Toth
Stanley Omietanski IV, Jr. Council
Sarah Omietanski, Jr. Council

Staff in Attendance

Solicitor Robert DeBias
Chief Baran
Water & Sewer President Kurt Ludwig
Secretary Dorothy Omietanski
Treasurer Diane McKairnes
Fire Marshall William Wheeler

Councilmembers Absent: none

Councilmembers Late to Arrive: none

Staff Absent:

Guests in Attendance: Trisha Boyle, Marce Heald, Mike Wasson, and Nancy Wheeler

Call to Order: Mr. Wheeler called the meeting to order at 7:30 pm; all those present joined in the Pledge of Allegiance.

Minutes:

Motion made by Mr. Lodise seconded by Mr. Mandolesi to approve the minutes of March 3 2020 (there was no meeting on March 17th as it was cancelled due to State Declaration of Emergency which is noted in the Minutes); Motion Passed with all in favor 7-0-0

Record Day of Meeting on Website: Due to the ongoing pandemic, and considering the Governor's stay-at-home order, the Borough Council held their regular April meeting as a virtual meeting over the Internet.

Click here to view a video of the meeting. This link can also be found on our Administration/Minutes of Meetings web page. Note, clicking the link will take you to another web page, hosted by Zoom.com, where the video can be viewed.

Notice of Meeting: The following notice was advertised in the Bucks County Courier Times and posted on the Borough website and on the door of Borough Hall: “Hulmeville Borough Council will hold its April 6, 2020 council meeting at 7:30 p.m. via on–line video conference. Members of the public may observe and participate in the meeting by obtaining log in details at the Borough website, or from the notice posted on the Borough Hall door. Draft minutes and details of the meeting will also be posted on the Borough website.”

Mr. Wheeler Stated: Since the start of this current pandemic (coronavirus) Debbie Mahon, Bob DeBias and I have spent a lot of time communicating back and forth on how to keep the Borough going, keeping in mind the safety of all of our council, staff and the general public. Our second concern was to follow the law, as it pertains to the Sunshine Act. After numerous conversations between us and the State Representatives, and discussions concerning pending changes to the law due to Pennsylvania being put into a State of Emergency, it was decided that municipalities could hold virtual meetings as long as they meet certain parameters. We have attempted to satisfy those parameters. This meeting is being recorded and will be placed on the Borough website. A draft of the minutes will promptly be placed on the website.

Mayor Mahon Stated: Although we are a small borough, we too are faced with big concerns. As you all know, on March 6 2020, Governor Tom Wolf signed an Emergency Disaster Declaration to provide increased support to state agencies involved in the response to the virus. Since that declaration, there have been uncountable communications on the local level that have been filtered through in order to keep Hulmeville Borough and the Hulmeville Borough Police Department within proper safety control measures in our Commonwealth. I thank our EMC, Bill Wheeler for keeping the borough informed in those beginning stages. Both Tom Wheeler and Bob DeBias were an integral part in getting the proper answers to many questions, including how to properly have the meeting this evening. With the help from Nicholas Toth, we were able to find an option that could suit our needs. I would also like to thank all of council, committee chairs, our tax collector and all the members and employees of the Water Authority for forwarding all pertinent information when they received it. I am also so appreciative to Dorothy Omietanski and Diane McKairnes for doing the many administrative tasks needed with keeping Hulmeville functioning although our doors are closed. Most importantly, we want all Hulmeville residents to be safe and remain healthy and to follow the practical advice of the PA Department of Health. If you are in need of a service that we may be able to assist you with, please reach out to the Hulmeville Borough Police Department and they will help you to get an answer: 215-757-1700. As this situation continues to affect all aspects of our lives, I hope that you can find peace.

Emergency Manager Report: Fire Marshal Wheeler submitted the following report. “At this time the State has issued a stay at home restriction, which includes Bucks County, in effect, through April 30. As of this morning, Bucks County has 619 coronavirus cases, including 17 deaths. Hulmeville Borough has no reported cases. We are constantly receiving updates from the Bucks County Emergency Management Agency (EMA) which includes County situational reports as well as information from the PA Department of Health and other agencies. SitReps are provided 1-2 times per day, Monday through Friday. In addition, we participate in teleconferences with the County EMA and the EMC’s from other municipalities, generally 2-3

times per week. Information received, considered to be of interest to the general public, are posted as announcements (including links to other useful web sites) on the Emergency Management page of the Borough web site. Information received considered to be of a confidential nature, are being posted to a separate site. Borough officials/staff will be provided access if requested. This includes the County SitReps and PA DOH talking points briefings. Other than the police, who have received some PPE from the PMES, we have no resource needs in the Borough at this time.” – William Wheeler can be contacted at either 215-757-6531 option 4 or emc@hulmeville-pa.gov

- Fire Marshal Wheeler also informed council that he is receiving a lot of communications from the county that he is posting on a web page. The page is not open to the general public, however if anyone on council would like to view it, he can forward them a link to the site. There is a new COVID19 test that takes only 15 minutes to receive results, however it is very hard to find anyone with the test.

Police Report:

- The police report was submitted for the month of March 2020: 15 incident reports, 2 accident reports, 5 assist, 0 EMS call, 0 summary citations, 26 traffic citations, 0 criminal arrests, 2 parking, 6 hours district court and 0-hour county court or total hours worked: 208, Total Salary \$5,224.00.
- Police Preparedness – The police department is well stocked with gloves and masks. They are checking businesses that are open as well as those who are not open. Currently there is no curfew for COVID 19.

Note: Mayor Mahon submitted a report on MS4, TMDL/BMP, Floodplain and Stormwater which are summarized below:

MS4:

- Newsletter – The spring newsletter will be printed this weekend.
- Upcoming Dates – Earth Day event at Core Creek Park will be held on 4/25/20 and the tree planning on 11/14/20.

TMDL / BMP's: Permit years 2018-2022 – items that need to be accomplished over the next 5 years. DEP will be conducting their permit inspections in the spring of 2020. Samantha Brinker from Gilmore will keep us informed of that inspection.

- TMDL No1: encouraged riparian forest buffers for all residents along the creek
- TMDL No 2: conduct site inspections to encourage storm water control measures
- TMDL No 3: installation of 2 deciduous trees in open space or within the borough proper
- TMDL No 4: reduce infiltration
- TMDL No 5: modify basins for increased infiltration reduction
- TMDL No 7: encouraged home owners to install rain barrels
- TMDL No 8: additional provisions:
 - Continued with the 4 leaf pick-ups through the fall/winter season

- Sump Pump inspection enforcement
- Decide on sediment reduction project
- Lawn and garden pick up 4/1-12/1 weekly

Floodplain: nothing to report

Storm Water:

- Updated Data Base – Mayor Mahon appreciates any updates and contact information for new residents that have moved into our town in that storm water affects all residents and not just those who live in floodplain.
- Water Issue McCarthy – Mr. Young reached out to Tina Davis’ office with his sincere concerns of storm water issues that affect not just his property, but his home as well. Mayor Mahon would like to schedule a follow up meeting with Gilmore and Assoc. to discuss the findings from the Hulmeville Water Authority’s report.

Notice from Tax Collector: Anna Wheeler the tax collector submitted the following announcement that is posted at Borough Hall. “There has not yet been an official announcement from the county or state regarding any changes in the payment date for collection of real estate taxes. Therefore, taxes are due by 4/30 in order to receive the 2% discount. After 6/30 the penalty amount will be imposed. Any changes in these dates will be passed on to the tax payers ASAP, and will be placed on the Borough website. Due to the governor’s “stay at home” order, there will be no office hours for the tax collection for the month of April. Payments can be mailed or dropped in the locked mailbox at the entrance of the Borough Hall. Envelopes are taped to the door if needed. Anyone who is in need of assistance, please call 215-757-6531 option 1 and leave a message. I will call you back and make arrangements as needed.”

Report from Water Authority: Kurt Ludwig Authority President submitted the following report. “Following the videography of the sewer system late last year we received a review and analysis of the footage from Carroll Engineering. A number of repair issues that were currently contributing to I&I were identified, as well as some limited structural issues that could become concerns in the future. These were prioritized and broken down into multiple phases of repairs. Root intrusions, some fairly severe, were also discovered. A number of these root intrusions were entering into the main sewer line via customer laterals. Some flushing out of the roots was done at the time of the videography and a two-phase root mitigation project was set up. The first phase of both the repairs and root mitigation were scheduled to begin by the end of March. Both of these projects are currently on hold due to the COVID-19 health crisis.

Over the past year the Authority has been making steady progress in reducing the number of accounts in past due status as well as the total amount outstanding. With the 1st Quarter billing being sent the end of March we were preparing to determine if any customers on Repayment Plans were in danger of being posted for water service shut off for failure to pay or if any customers had now reached a past due plateau requiring them to pay in full or establish a Repayment Plan. These actions are also on hold due to the COVID-19 health crisis. To varying degrees the PUC, state and local governments, and other Authorities have either requested that or decided not to terminate water service due to

nonpayment. Some have even requested that water service that had already been terminated be temporarily restored. You cannot wash your hands frequently to avoid spreading the Coronavirus if you do not have water.

The second half of last year we had a four-six-month period of marked decrease in flow levels in the sewer system. This was likely due to a break in the record rainfalls we had been experiencing. They have surged back up again the last few months. Hopefully, some of this will be addressed by our planned repairs identified during videography. Issues such as uncapped vents and clean out traps on customer laterals, compromised laterals, and illicit sump pump discharge remain a concern”.

Cancellations/Closures:

- 150th Anniversary Meeting – Meeting scheduled for March 12th was cancelled.
- Borough Office – The Borough office was closed Friday March 13th until April 3rd. The office is closed to all meetings, closed to the public and only essential personnel allowed entry. New recommendations from the CDC, State and Federal mandate that the Borough Hall will now be closed to the public until further notice.
- Police Department – The police department will maintain its operations, but the office will be closed to the public.
- Playground – The playground was closed on March 19th until further notice.
- Cleaning of Borough Hall – Cleaning service has been suspended until further notice.
- Parade – The Memorial Day Parade has not been cancelled, however the 4K run fundraiser for the parade was cancelled.

Declaration of Emergency: Mayor Mahon submitted the follow declaration. “Effective this day at 7:30pm, I am declaring that a COVID19 Pandemic emergency shall exist for the Borough of Hulmeville. This declaration shall remain in effect during the duration of the pandemic. All schools, businesses, meetings and public gatherings shall follow the orders from Governor Thomas Wolf’s office. It shall be further noted that police and fire services shall take additional steps preparing for any eventual emergency. This declaration shall take effect April 6, 2020.”

Motion made by Mr. Wheeler seconded by Mr. Lodise to extend the Mayors declaration of emergency until May 4, 2020; motion passed with all in favor 7-0-0.

COVID19 Task Force Agreement: The police department signed the COVID19 Task Force Agreement which provides for inter-department cooperation and support. A copy of the agreement is attached to these minutes.

Motion made by Mr. Wheeler seconded by Mr. Harris to ratify the Municipal Police COVID19 task force agreement; motion passed with all in favor 7-0-0.

Pavilion: Construction of the pavilion is complete.

Motion made by Mr. Wheeler seconded by Mr. Lodise to pay Horizon Structures Inc the balance due in the amount of \$7,330.00 for the pavilion project; motion passed with all in favor 7-0-0.

Additional Work on Pavilion: Pursuant to a change order Tim Hutchinson installed concrete walkway around the pavilion, installed a 80 by 1 ½ inch conduit, 50 feet of 1 inch conduit and wiring, moved piles of dirt and cleaned up around the fence line, at a cost of \$8,210.00.

Motion made by Mr. Wheeler seconded by Mr. Mandolesi to pay the change orders to Tim Hutchinson for the work done at the pavilion in the amount of \$8,210.00; motion passed with all in favor 7-0-0.

Kiss Electric Project: Joseph Kiss sent a letter withdrawing his land development application and asking that the bank letter of credit be removed for Lot #52 Main Street.

Motion made by Mr. Wheeler seconded by Mr. Mandolesi to remove the bank letter of credit between Kiss Electric and Hulmeville Borough; motion passed with all in favor 7-0-0.

Authority Recommendation: The Authority recommended suspending termination of water and sewer for non payment.

Motion made by Mr. Wheeler seconded by Mr. Lodise to suspend termination of water and sewer services for a period of 30 days after the emergency declaration of the Governor is ended; motion passed with all in favor 7-0-0.

Trash:

- Yard Waste – Leck will not collect yard waste on Thursdays until the collection facility where they take the waste opens. Any yard waste it can be put out for collection with the trash, however it will not be recycled.

Treasurer's Report: Treasurer's Report for April 6, 2020 was made available for inspection:

- **General Fund Checking** Balance as of March 1, 2020: \$ 209,464.71
Expenses Totaled: \$ -28,383.50
Income Totaled: \$ 57,014.52
General Fund Checking Balance as March 31, 2020: **\$ 238,095.19**
- **Sewer Fund Checking** Balance as of March 1, 2020: \$ 25,254.01
Expenses Totaled: \$ -24,715.45
Income Toted: \$ 4,881.37
Sewer Fund Checking Balance as of March 31 2020: **\$ 5,419.93**
- **Sewer Fund PLGIT** Balance as of February 1, 2020: \$ 279,656.01
Interest \$ 323.71
Deposit \$ 0

Expense	\$ <u>0</u>
Sewer Fund PLGIT Balance as of February 29, 2020:	\$ 279,979.72
• Highway Aid PLGIT Balance as of February 1, 2020:	\$ 54,073.62
Interest	\$ 62.54
Deposit	\$ 0
Expenses	\$ <u>-63.60</u>
Highway Aid PLGIT Balance as of February 29, 2020:	\$ 54,072.56
• General Fund PLGIT Balance as of February 1, 2020:	\$ 335,672.52
Interest	\$ 388.56
Deposits	\$ 0
Expenses Total:	\$ <u>0</u>
General Fund PLGIT Balance as of February 29, 2020:	\$ 336,061.08

Bills: A copy of the bill list dated April 4, 2020 was provided to Council and offered for review by the public. Note one bill was added Nick Toth for \$11.12.

- **General Fund** beginning balance as of March 26, 2020: \$ 236,037.29
ending balance as of April 17, 2020: \$ 187,050.99
- **Sewer & Water** beginning balance as of March 30, 2020: \$ 7,571.72
ending balance as of April 10, 2020: \$ -11,841.22
- **Highway Aid** beginning balance as of March 26, 2020: \$ 52,033.61
ending balance as of April 3, 2020: \$ 52,019.12

A motion made by Mr. Wheeler seconded by Mr. Mandolesi and carried unanimously to approve the bill list dated April 4, 2020; motion carries 7-0-0.

The meeting was adjourned at 8:08 pm; motion made by Mr. Mandolesi seconded by Mr. Harris; carried 7-0-0.

Respectfully Submitted

Dorothy Omietanski
Secretary Hulmeville Borough

**Work Session
April 21, 2020**

A work session of the Hulmeville Borough Council was not held on the above date due to COVID-19.

Respectfully Submitted

Dorothy Omietanski
Secretary Hulmeville Borough